



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

UNIT SYMBOL

DD MONTH YYYY

MEMORANDUM FOR Office of the Adjutant General, LANG-J1-PO, 5445 Point Clair Road, Carville, LA 70721

SUBJECT: Adjutant General Waiver for 50% Completion Captain's Career Course

1. Request a waiver of the requirement to complete 50% of the Captain's Career Course prior to being promoted to Captain for 1LT Doe, John SSN 123-45-6789.
2. 1LT Doe has experienced both an employer change and household relocation in the past 18 months while working a reverse cycle work schedule. The service member is enrolled and actively progressing in the coursework and intends to have the non-resident portion of the course complete by December 2005.
3. Point of contact for this memorandum is the undersigned at 225-555-5555.

////Signed////
John A Leader
CPT, EN
Personnel Officer